



TELSIG meeting held 2<sup>nd</sup> April 2012 via Skype  
Minutes

No apologies

In attendance:

Melanie Brebner (AU) co-convenor  
Stephanie Reid (AU) co-convenor  
Michael Parkinson (AU) committee member  
Fiona Macdonald (CPIT) Secretary  
Katherine Chisholm (PU) Communications  
Lucy Lang (WU) Treasurer  
Jane Aldridge (NorthTec)

1. **Minutes from previous meeting** – 9<sup>th</sup> March 2012 – approved – Stephanie, seconded Jane.

2. **Matters arising :**

- Lucy received file with e-docs from Telsig committee, also found box with hard-copy documents. Need to consider what to do with them?
- Bank signatures all done
- Stephanie and Jane met about Terms of Reference – on agenda
- Melanie sent message out on TelSig listServe asking members what they wanted from TelSig. One response so far.
- Fiona asked LIANZA re. TRW membership and Sigs – question has gone to Council.
- Fiona asked Megan about use of Wikis on LIANZA website – no reply as yet.

3. **Correspondence** – no correspondence

4. **Treasurer's Report** – Lucy to send statement of finances via email

5. **TelSig Terms of Reference** – Stephanie and Jane discussed and concluded that Telsig does not need its own Terms of Reference. An action plan, or scoping statement, would be sufficient. ToR already exists for all Sigs. Stephanie to look at statements made around change of structure and send via email – call it a scoping statement.
  
6. **Collaboration with other LIANZA groups** - Stephanie suggests that we might like to contact regional Committees or other SIGs to look at possibilities for collaboration – meetings, events, weekend schools etc... Corin Haines from the Hikuwai Regional Committee is keen to collaborate. Committee members to contact their Regional Committees and see what appetite there is for collaboration – important not to become regionally focussed, as a national Sig, but there may be opportunities to build local membership.  
Jane and Melanie suggest something around collaboration “where possible and appropriate” goes into the TelSig scoping statement.
  
7. **Sponsorship of Marshall Breeding to 2012 LIANZA conference** – LIANZA have approached TelSig to ask if we wanted to sponsor Marshall Breeding – Keynote 2012 Conference. Total sponsorship would be \$10,000 which we do not have, but it is possible to part-sponsor. Discussion around financial capability and best use of money. Jane would prefer money to go towards sponsoring a TelSig member to attend conference. Vote taken re. Marshall Breeding sponsorship – Committee unanimously agreed not to offer sponsorship.  
Stephanie will let Alli know, and send out information to committee regarding other levels of Conference sponsorship – morning teas, lunches, drinks etc...for consideration.
  
8. **Wikis** – Fiona to look at setting up a forum on WikiEducator in the next couple of days.

## 9. Other business

Kim Baxter (Telsig member) responded to email sent out on ListServe. Stephanie agrees to collate responses

Next meeting – Steph to send out Doodle enquiry – look at early May

Actions	Who	Done
1. Work on scoping statement for Telsig	Stephanie	
2. Email statement of finances	Lucy	
3. Contact regional Committees re. opportunities for collaboration	All committee	
4. Decline Marshall Breeding sponsorship	Steph	
5. Send round costs of other Conference sponsorship	Steph	
6. Set up Forum on WikiEducator	Fiona	